

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

May 14 - City Council Meeting
Agendas

Looking Ahead

Tuesday, May 7: Planning
Commission Work Session

Wednesday, May 8: Board of
Zoning Appeals meeting

Thursday, May 9: Old Town
Advancement Commission
meeting

Saturday, May 11: Farmers
Market opening day

Stay Informed!

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Mayor Smith and the Shawnee Volunteer Fire Company participated in the Garland Quarles Elementary School Apple Blossom Parade. Winchester Police officers provided traffic control.

City Manager's Takeaways

Reviewed draft report of Solid Waste Study. The final report will be presented to Council during an upcoming Work Session.

Participated in various Apple Blossom meetings and events.



Public Safety

Winchester Police

- Attended webinar about prescription drugs and law enforcement policy.
- Continued preparations for Kids & Cops Camp.
- Attended Crime Solvers board meeting and Frederick County Sheriff's Office intel meeting.
- Conducted Active Shooter training.
- Secured the Bloomin' Wine Fest, Girls on the Run 5K, John Handley's walk to Mt. Hebron, Quarles Elementary School Parade, and the Apple Blossom Carnival.
- Continued Combat the Cat theft from motor vehicle awareness campaign activity.
- Selected Records position applicants and scheduled interviews.
- Worked on criminal investigations operations files for accreditation.
- Attended Boy Scouts Breakfast, Drug Court, and CITAC operations meeting, and Apple Blossom Midway meeting.
- Crime stats:
 - Crimes against persons (felony) - 9
 - Crimes against persons (misdemeanor) - 26
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 1
 - Property crimes: 12

Winchester Fire and Rescue

- Attended webinar on medications in the workplace with the Police Department and Human Resources.
- Met with Communications Department regarding EMS Week.
- Represented the City and the Fire and Rescue Department at a site visit to show continued support for the Lord Fairfax EMS Council's authorization to be a regional council.
- Attended Business at the Bloom.
- Assisted with Old Town Midway street marking.
- Conducted pre-event Apple Blossom inspections.
- Provided fire extinguisher training for a local doctor office.
- Held meeting regarding temporary fire lane marking for festival access with Public Works.

Police Activity	#
Calls for Service	843
Crash Reports	5
DUI/DWI	1
Alarms/False Alarms	32/31
Directed Patrols	55
Directed Patrols (OTW)	8
Extra Patrols	131
Extra Patrols (OTW)	1
Traffic Citations	38
Traffic Warnings	17
BWC updates	24
Special Events Permits Received/ Approved	2/4 42 rec'd YTD

Fire Activity	Fire Activity
Fire	5
Overpressure	0
EMS/Rescue	82
Hazardous Cond.	6
Service Call	5
Mutual Aid Given	2
Good Intent	4
False Alarms	7
Special Incident	0
Plan Review	3
Inspections	13
Reinspections	12

Emergency Management

- Attended Library of Virginia Record Retention Training.
- Meet with the Traffic Division, Weather Station Vendor and Corps of Engineer's Emergency Management Team.
- Conducted site visit to the National Weather Service in Sterling.
- Setup and staffed Emergency Operations Center for Apple Blossom Festival.
- Tested new laptops with Cradlepoint System in Command Bus and deployed for Apple Blossom.
- Continued firmware upgrades to Radio Subscriber Units.

Development Services

Economic Redevelopment

- Worked with development partner and financial consultant on finalizing the Kent/Piccadilly proposed project structure.
- Attended the Business at the Bloom lunch event.
- Worked on final planning and logistics of the Employer Expo to be held May 23 at Jim Barnett Park.
- Conducted business retention/expansion visits with Winchester businesses.

Old Town Winchester

- Conducted Farmers Market promotion including printing posters, putting out promotional wind-signs, using social media and communicating with market vendors. Opening day is May 11.
- Prepared for Kidzfest to be held on May 18 - including working with vendor on promotional Kidzfest video.
- Assisted event organizers with Apple Blossom downtown activities.
- Discussed art installation with ShenArts.
- Worked on several requests for vehicle access through the bollards for afternoon/evening hours.
- Met with Old Town Advancement Committee (OTAC) Vice-Chair who will lead the May 9 OTAC meeting. Working on meeting agenda and attachments.
- Completed and distributed OTAC monthly stakeholder newsletter.
- Discussed event permits with several potential applicants.
- Worked on updates to website and Facebook posts for the farmers market and Kidzfest.

Winchester/Frederick County Tourism

- Distributed the Visitor Guide throughout the City and County in preparation of Shenandoah Apple Blossom Festival festivities.
- Met with Nancy Craun of the Taste of Blue Ridge / Virginia Kids Trail to discuss upcoming events and developments with both initiatives.
- Took part in a planning call for [STS Congressional Summit](#) state chairs to discuss logistics, planning and action items for the upcoming summit in June.

- Held several phone calls with the HOG Rally coordinator regarding various aspects of planning for the event.
- Worked all week finalizing details with local partners and regional DMOs (tourism offices) for the travel writer FAM tour next week.
- Attended a monthly Shenandoah Valley Tourism Partnership meeting to discuss the upcoming media event being held next Friday, [new promotional videos](#) which have just been completed, and the upcoming travel writer FAM trip next week.

Planning

- Prepared and electronically distributed the agenda packet for the May 7 Planning Commission work session and the May 21 Planning Commission regular meeting. There are two requests by the same applicant scheduled for public hearings on May 21. The first case at 501 N. Cameron Street is to convert a one-story commercial building to a two-story two-family dwelling. The second case at 503-505 N. Cameron Street immediately to the north is to undertake restoration of a nonconforming two family use of an existing dwelling where the cost of restoration exceeds 35% of the building value. The May agenda also includes continued discussion of the Corridor Enhancement (CE) District provisions pertaining to the limit on the number of colors permitted and an overview of the proposed City Capital Improvement Program.
- Worked with the Tourism Office to finalize the historical marker for Spottswood Poles.
- Continued researching zoning provisions in other jurisdictions pertaining to murals as well as court cases and rulings applicable to public art and signage.
- Staffed the May 2 Board of Architectural Review meeting where two cases were reviewed and approved.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 219 building permit inspections and issued 49 building/trades permits (\$416,359 valuation).
 - 135 code enforcement inspections and initiated 65 new cases.
 - 5 new business reviews (3 Certificates of Business, 2 Certificates of Home Business).
- Removed 14 signs from the public right-of-way (YTD=108).
- Continued numerous safety inspections in advance of the Apple Blossom Festival.
- Two new code inspectors attended Core module training at Virginia Building Code Academy.

Permit #	Type	Address	Description	Value
19 00001337	RR	322 W PICCADILLY ST	REROOF	\$9,500
19 00001170	BLDG	110 CHRISTOPHER DR	REMOVE GARAGE DOOR/ ADD WALK IN	\$500
19 00001204	TTS	605 N LOUDOUN ST	STAG LUNCH TENT 5/2-3/19	\$1,350
18 00001667	FIRE	152 LINDEN DR	NEW ADDRESSABLE SYSTEM	\$10,000

Permit #	Type	Address	Description	Value
19 00001075	NRRM	1840 AMHERST ST	ANNUAL PERMIT - CLINICAL ENG.	\$50,000
19 00001174	SIGN	17 21 S LOUDOUN ST	BLDG MOUNTED SIGN	\$500
19 00001228	BLDG	403 CRESCENT DR	REPAIR OUTSIDE STAIRWAY	\$26,000
19 00001368	CHNG	16 S LOUDOUN ST	RETAIL TO GALLERY	\$0
18 00001616	FSUP	2350 S PLEASANT VALLEY RD	ALT. TO WET SYSTEM	\$123,000
19 00000629	PLBG	10 12 E CLIFFORD ST	NEW FIXTURES	\$4,000
19 00001365	PLBG	1416 VALLEY AVE	REPLACE WATER & SEWER SERVICE	\$2,500
14 00000893	MECH	308 HIGHLAND AVE	REPLACE MINI-SPLIT	\$2,700
19 00001367	PLBG	344 SHERIDAN AVE	EXPANSION TANK	\$200
19 00001371	PLBG	407 COURTFIELD AVE	EXPANSION TANK	\$1,688
18 00000431	ELEC	118 1/2 E CORK ST BLDG	REMODEL	\$3,500
18 00000432	ELEC	120 E CORK ST	REMODEL	\$3,500
19 00001370	ELEC	2309 WILSON BLVD	CHG SVC WIRE	\$500
19 00001097	CHNG	25 W BOSCAWEN ST	R-5 TO R-2	\$0
18 00000433	ELEC	122 E CORK ST BLDG	REMODEL	\$3,500
19 00000398	ELEC	423 W CLIFFORD ST	ADDITION	\$760
19 00001369	ELEC	1317 VANCERIGHT CIR	SVC CHG	\$2,900
19 00001194	ELEC	840 BERRYVILLE AVE	HVAC ROOF TOP UNIT	\$500
19 00001195	ELEC	512 COURTFIELD AVE	WIRING FOR WASHER/ DRYER	\$610
19 00001193	ELEC	123 W LEICESTER ST	SERVICE UPGRADE	\$2,000
19 00001177	MECH	135 N LOUDOUN ST	REPLACE HEAT PUMP/ FURNACES	\$5,886
19 00001158	CHNG	901 AMHERST ST	STORAGE TO STUDIO	\$0
19 00001395	NGAS	221 E BOSCAWEN ST	REPLACE FURNACE	\$4,000
19 00001396	PLBG	16 E CECIL ST	EXPANSION TANK	\$200
19 00001406	PLBG	1412 VALLEY AVE	EXPANSION TANK	\$200
19 00001230	BLDG	611 S KENT ST	SIDING/WINDOW/PORCH REPAIR	\$9,000
19 00001398	PLBG	105 W WHITLOCK AVE	EXPANSION TANK	\$200
19 00001404	PLBG	601 WOODSTOCK LN	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00001400	PLBG	204 A BELLVIEW AVE	EXPANSION TANK	\$200
19 00001410	PLBG	2900 PAPERMILL RD	EXPANSION TANK	\$200
19 00001409	PLBG	2616 STONEGATE DR	EXPANSION TANK	\$200
19 00001417	PLBG	332 LONGVIEW AVE	EXPANSION TANK	\$200
19 00001402	PLBG	300 BELLVIEW AVE	EXPANSION TANK	\$200
19 00001411	PLBG	2922 S PLEASANT VALLEY RD	EXPANSION TANK	\$200
19 00001401	PLBG	249 MILLWOOD AVE	EXPANSION TANK	\$200
19 00001158	BLDG	901 AMHERST ST	REPAIR EXISTING SILO	\$140,365
19 00001408	PLBG	1825 VALLEY AVE	EXPANSION TANK	\$200
19 00001215	BLDG	435 N CAMERON ST	REPAIR STEPS SAME FOR SAME	\$1,300
19 00001399	PLBG	115 S KENT ST	EXPANSION TANK	\$200
19 00001218	DECK	2876 PACKER ST	ADDITION TO EXISITNG DECK	\$2,500
19 00001405	PLBG	1012 S KENT ST	EXPANSION TANK	\$200
19 00001407	PLBG	1435 GREYSTONE TERR	EXPANSION TANK	\$200
19 00001403	PLBG	312 E PICCADILLY ST	EXPANSION TANK	\$200
19 00001418	PLBG	2808 BROADVIEW ST	EXPANSION TANK	\$200
19 00001397	PLBG	101 BELLVIEW AVE	EXPANSION TANK	\$200
Total: 49				\$416,359

Public Services

- Held the mandatory pre-bid meeting for the Handley Library improvements project. This project will replace the HVAC system and make structural and roof repairs at the library. Bids are due on May 16.
- Held the mandatory pre-bid meeting for Phase I of the N. Cameron Drainage improvements project. Bids are due on May 23.
- Met with the City Treasurer and Commissioner of Revenue to review the design plans for their new office space in the Creamery Building that they will move into in February 2020.
- Met with Winchester Schools to review the school property needed to construct the large stormwater management pond and the Tevis Street cul-de-sac that will be constructed as a part of the Hope Drive extension project.
- Continued with numerous preparations for the Apple Blossom Festival (barricades, trash boxes, street/sidewalk cleaning, landscaping etc.).

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	12,084	Linear feet
	Streets repaved	0	3.91	Lane miles
	Potholes repaired	0	71	#
	Mowing	4.55	19.92	Acres
	Miles of streets swept	89	810.70	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	1	77	#
	Trees trimmed	1	73	#
	Stumps removed	8	123	#
Traffic	Street signs Installed/replaced	12	166	#
	Pavement markings repainted (City)	317	592	Linear feet
	Pavement markings repainted (contractor)	0	19,028	Linear feet
Refuse & Recycling	Refuse collected	133.96	2,083.77	Tons
	Recycling collected	76.82	764.66	Tons
	Large item pickups	7	76	#
Transit	Total passengers	2,707	42,760	#
	Revenue miles pick up/drop off	3,837	62,362	Miles
	Revenue hours pick up/drop off	350.02	5,641.61	Hours
Utility billing	Payments processed	1,570	26,200	#
	New bills mailed out	2,194	24,881	#
	Water services turned off (non-payment)	21	183	#
Water treatment plant	Average daily water demand	5.90	6.07	Million gallons/day
	Peak daily water demand	6.19	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	9.33	9.97	Million gallons/day
	Peak daily flow treated	12.04	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	803	25,484	#
	Fire hydrants flushed	53	234	#
	Sewer mains cleaned	320	53,185	Linear feet
	After-hours call outs	4	107	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	1	27	#
	Floodplain permits issued	1	46	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	3	80	#
	Land disturbance permits issued	1	1	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	50	877	#
	Erosion and sediment notices to comply	0	8	#
Facilities Maintenance	Work requests completed	14	349	#
	Special events assistance	1	8	#
	Maintenance of pedestrian mall	36	549	Staff hours
Equipment maintenance	Total repairs completed	49	1,288	#
Winchester Parking Authority	Work requests completed	5	127	#
	Special events - assistance provided	1	10	#
	Vandalism or property damage issues	0	7	#
	New monthly rentals	2	108	#
	Monthly rental cancellations	1	39	#
	Hourly parkers (all four garages)	2,345	46,496	#
	Park-Mobile transactions	830	10,965	#

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	733	5,172
Water service lines replaced (number)	0	345
Water meters replaced (number)	1	916
Sanitary sewer mains replaced/lined (linear feet)	0	237
Sanitary sewer laterals replaced (number)	0	78
Sanitary manholes replaced (number)	0	23
Sidewalks replaced (linear feet)	386	7,576

Social Services

- Received 70 Benefit Program applications: 22 SNAP, 42 Medicaid, 5 TANF, 1 VIEW, 1 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to:
 - 3,453 Medicaid cases
 - 1,626 SNAP cases
 - 71 TANF cases
 - 17 Auxiliary Grant cases
 - 40 individuals receive VIEW services
 - 65 families/109 children receive Child Care Subsidy Assistance (63 families/106 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	143/98
Child Protective Service referrals	6
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	56
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	52/0
Child Protective Service (CPS) case management load	45
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/0/18
CPS family assessments & investigations of alleged maltreatment	65
Family Service intakes	2
Adult Protective Service referrals	0
Adult services case management load	8
Adult guardianships/cases	2/67
Adult Protective Service investigations/intakes	34/9
Family Services Prevention case management load	4
Uniform Assessment Instrument screenings	0

Support Services

Innovation & Information Services

- Worked with AT&T on various items (FirstNet uplift, USB modems, port overs, orders, etc.).
- Discussed audio/video Council Chambers upgrades with potential vendor.
- Completed data and map request for USDA assisting with Spotted Lantern Fly outbreak area.
- Added 171 address points and 4 streets for the Meadow Branch Apartments in GIS maps.
- Received 2019 hard copy of Pictometry Imagery. 2019 Imagery is now live on explorer.pictometry.com for Winchester and Frederick County.
- Met with public safety staff to discuss the generation of Fire Grid boundary based off of tabular data.
- Started provisioning server and network for new password reset tool.
- Reviewed network connections with site visit at the Creamery building for network expansion.
- Evaluated new password sync and locked AD account tool for users and made decision to implement in next fiscal year.
- Researched options for Microsoft Exchange replacement with cost comparisons for new fiscal year.
- Held conference call with document management vendor regarding the approaching move to a Windows or Cloud-based system platform.
- Continued creation of disaster recovery procedures for public administration enterprise software.

Help Desk Requests	Count	Closed
Account Management	9	14
Applications	19	22
GIS	4	4
Hardware	21	26
Information Only	3	2
Infrastructure	6	11
No Action Required	5	7
Not Assigned	22	112
Procurement/Disposal	1	1
Reporting	2	2
Research	1	2
Total	93	102

Parks & Recreation

- Attended Maintenance Building meeting.
- Attended Virginia Recreation and Parks Service Western Service Area and Shenandoah Valley Tennis Association meetings.
- Hosted Apple Blossom Weekend in the Park.
- Closed the indoor pool to begin work on sound tile project. Closure expected through mid-June.
- Continued mowing as scheduled.
- Held review of Girls on the Run event.

Communications

- Distributed the May 1, 2019 CitE-News issue.
- Handled 5 media requests for City information and staff interviews and 6 media requests for WPD.
- Handled or began processing 8 FOIA requests.
- Revised the 2018 Annual Report.
- Finalized the Human Resources Open Enrollment Benefits Guide & Employee Handbook prior to distribution.
- Met with Economic Development committee to discuss marketing for Manufacturing Week.
- Met with the Fire Department to discuss plans for and EMS Week video.
- Created a promotional video to announce the return of Manufacturing Week September 30-October 5.
- Brainstormed the possibility and feasibility of creating a volunteer taskforce to assist the City in distributing information to the community, attending events, and serving as a welcome committee.
- Created Apple Blossom posts to remind residents and attendees of road closures, facility closures, trash pickup and transit cancelations, prohibited items, and more.
- Created a Movie Nights at the Amphitheater banner for Parks.
- Began brainstorming ideas for Kids to Parks Day with Parks staff.
- Attended the Quarles Elementary School Apple Blossom Parade to take photos/video of participation by the Mayor, Shawnee Volunteer Station and Fire and Rescue personnel, and Winchester Police officers.
- Updated the City's organizational chart, Council list, cover page and strategic plan sections of the City's budget book for Finance.
- Reviewing the final draft of the Winchester Police Department's redesigned website.
- Sent correction to Winchester Star concerning the Old Town bollards article. Article incorrectly stated that the City's Communications Team designed the bollard cabinet wraps. Renee Bayliss with the Tourism Office designed the wraps. Communications staff brainstormed the idea, worked with the City's GIS Coordinator to update the map, and searched the Handley Archives for the photos used.

Date	City of Winchester News Releases
5/1	Water Treatment Plant receives highest recognition - read
Date	Segments on WDM
4/30	Students, teachers gather to remember the legacy of Judge John Handley - watch
	Man arrested in knife attack - watch
	Winchester Police search for escaped inmate - watch
5/1	Escaped inmate captured in Frederick - watch
Date	Articles in <i>The Winchester Star</i>
4/27	Our Views: Headed for court
4/29	Your Views: One week, two disasters
	Your Views: Loves the mural

Date	Articles in <i>The Winchester Star</i>
4/30	Regional Jail changing Ramadan meals policy
	Employer Expo set for May 23
5/1	Police seek fugitive inmate
	HOG Rally will feature biker couple's wedding
	Commentary Open Forum: Old hospital...again
	City knife attack suspect arrested
	Police: 'Concerning' social media post not a credible threat
5/2	Photo display: Good idea, well done
	Fugitive inmate caught after foot chase
	Sliding bollards installed at Loudoun Street Mall
5/3	Police: Drunken man had gun at carnival